

2/7/2025
Executive Committee Meeting Minutes

ATTENDANCE: Michelle Richards, Ginny Ward, Ashlee Fecteau, Casey Henderson, Melissa Ivey, Aaron Dombroski, Brad O'Brien, Jill Plummer, Sue Caron, Abby Waceken

Agenda Item	Discussion	Next Steps
Call to Order		
Action Item: Approve Agenda	Motion to approve the agenda made by Melissa, 2 nd made by Ginny. All in favor. Motion carries. Agenda approved.	
Action Item: Approve Minutes	Motion to approve the minutes from December made by Casey, 2 nd made by Ginny. Abstained: Jill. Remainder in favor. Motion carries. Minutes approved.	
Officers' Reports		
President's Report: Michelle	See report in box drive for more information. • Attended NEOA Board Meeting • Attended NEOA Half-Day retreat • Processed professional development request (Erin Nason) • COE State Initiatives Pilot Group meetings; was not in attendance for January • Attended COE Government Relations meeting • Continue outreach to delegation as COE advises • Assisting with planning for Advocacy Day • Continue planning for Policy Seminar, taking 3 alumni to Policy. 5 total registered. • Continued communication about vacant board positions to MEEOA membership • Continued work with Conference committee to wrap up conference • Continue work with Membership to process dues • Assisting with Casey to return some faulty tech supplies	
Past-President's Report: Ginny	See report in box drive for more information. • Assisting Michelle with many processes • Monitoring PayPal during transition for new Treasurer • Assisting new Treasurer with transition to role • Attended COE Government Relations call • Working with Michelle, Teri, and Aaron on Policy Alumni selections/planning • Working towards selecting/nominating President-Elect for upcoming year	
President-Elect's Report: Ashlee	See report in box drive for more information.	

	• Attending COE State Leaders Monthly Meetings • Continuing to be a part of the State Initiatives Pilot Group • Met with Sydney to discuss what is left to do for Advocacy Day • Attended COE Government Relations call • Assisted Conference committee with final preparations for conference.	
Treasurer's Report: Melissa Action Item: Action:	N/A at this time. • Melissa is meeting with Michelle on Monday to go over the role of Treasurer. • Current bank balance is \$46,318.77 • Recent expenses related to Conference and Policy Seminar • Next month, will have a more up-to-date budget	
<u>Standing Committee Reports</u>		
Advocacy Day Chair: Vacant	Ashlee met with Sydney to discuss what has been planned and what is left to do for Advocacy Day. • No response from Gov. Mills office • Still need to send \$100 deposit check; Michelle will send the check • Need to confirm catering • Need to confirm tables (15 max), mic, & podium • Reach out to any legislators as appropriate • Sydney will bring over leftover notebooks from last year to give out • Michelle: Speak about TRIO • Sue/Jess: Speak about GEAR UP • Michelle, Ashlee, and any others that are interested will meet next week to hash out details	
Conference: Abby + Sue	See report in box drive for more information. • Under Annual Conference 2025 in Box, there is a document that shares feedback/takeaways • Total of 87 people registered; 35 registered for pre-conference • 48 people filled out the feedback form • Pros: affordability, central location/easy to get to off the highway, spa access, parking by rooms, accommodating staff, workshop sessions (good variety overall) • Cons: outdated hotel, confusing hotel layout, food was limited • Things to consider for next conference: more central location (i.e. Bangor), more food choices/variety, better labeling of food	

	allergies/dietary restrictions, more private location for hospitality suite • Sue and Abby are going to look at more locations in the area for next year and will start getting estimates. Will compare to the Senator Inn and see what our options are. • Considering sending out a form to ask membership what they would like to see at the next conference (hotel accommodations, food preferences, workshop topics, etc.) Rank their preferences by importance. • Plans to create a document that shows timeline of what needs to be done for conference planning • There are some people that have offered to help with next conference and potentially take over after 2026 conference.	
Membership: Jill	See report in box drive for more information. • Worked with Casey to go over onboarding information. • 97 individual members; 88 paid, 9 unpaid • 24 program memberships; 23 paid, 1 unpaid	
Government Relations: Aaron	See report in box drive. • Staying up to date on current government relations • Reminder: any kind of change to department/Higher Education Act takes a congressional act and a super majority (which there is not one currently) • Stay current with COE guidelines; at this time, business as normal. • Be extra cautious and aware of what is allowed within your grant, especially for forward-facing activities/services • Encourage to reach out to state offices as appropriate (on personal time) • Senator King will be at UNUM in Portland on March 3rd. Free to register. Aaron and Ginny are planning to go. Link is in report.	
Nominations & Elections: Ginny	• Still working on finding nomination(s) for President-Elect, Secretary	
Development: Noelle	Not in attendance. • Michelle will touch base with Noelle to see where we are at with conference sponsors and payments.	
PR: Jasmine	See report in box drive. • Has been posting on social media accounts.	

	Mentioned interest in holding an AI workshop for membership/those interested	
Technology: Casey	See report in box drive for more information. - Helping with onboarding for new board members. - Keeping website updated as needed. - Highlighting Advocacy information on website; requesting that people share anything that may be beneficial to post	
Alumni: Teri	Not in attendance. Working on making updates/changes to alumni awards	
<u>Ad-Hoc Committee Reports</u>		
First Gen Day: Vacant	N/A	
Leadership Development: Vacant	N/A	
Factbook: Brad	- Working on updating Factbook for Advocacy Day - Meeting with Michelle next week to go over updates - Including write-ups on Alumni Achievers awards from conference; Abby will share document 20 responses to Alumni impact survey; will use some responses in the Factbook - Asking individual programs who have created alumni outreach forms to share their responses to potentially include in the Factbook	
Fair Share: Vacant	Interim: Michelle Met the goal for Fair Share; received 13 contributions	
<u>Old Business</u>		
State Advocacy Call	- NEOA has offered to provide assistance with any state that wants to do their own State Advocacy call. - Discussion: wait until we have more concrete "threats". - Continue to listen to/follow/attend COE calls for guidance and updates	
<u>New Business</u>		
Advocacy Day	See above under Advocacy for more information.	
Adjourn Official Meeting	Motion to adjourn meeting made by Ginny, 2 nd made by Sue. All in favor. Motion carries. Meeting is adjourned.	